

1 MINUTES OF THE LINCOLN SCHOOL COMMITTEE

2 Thursday, March 14, 2019

3 Hartwell Multipurpose Room, Hartwell Building, Ballfield Road, Lincoln, MA

4 OPEN SESSION

5
6 Present: Tim Christenfeld (Chairperson), Peter Borden (Vice Chairperson), Tara Mitchell,
7 Trintje Gnazzo, Adam Hogue, Laurel Wironen (Hanscom Educational Liaison). Also Present:
8 Becky McFall (Superintendent), Jessica Rose (Assistant Superintendent), Buckner Creel
9 (Administrator for Business and Finance), Mary Emmons (Administrator for Student Services),
10 Robert Ford (Director of Technology).

11
12 Absent: Simone Johnson (METCO Representative).

13
14 1. Greetings and Call to Order

15 Mr. Christenfeld, Chairperson, called the open session to order at 7:03 pm.

16
17 2. Chairperson's and Members' Reports

18 Mr. Christenfeld announced that the middle school's production of Guys and Dolls was
19 being held this evening and tomorrow evening.

20 Mr. Christenfeld thanked those who organized Monday evening's Tri-District Forum on
21 Anxiety and Mental Health at the Lincoln-Sudbury Library. Dr. Mona Potter, Medical Director
22 of McLean Hospital's Child and Adolescent Outpatient Services and Instructor in Psychiatry at
23 Harvard Medical School, was the speaker. He thanked Ms. Emmons and the Student Services
24 Directors for their great collaboration.

25 Mr. Borden thanked Mr. Christenfeld for his nine years of service on the Committee as
26 this was Mr. Christenfeld's last meeting. Mr. Borden reflected on Mr. Christenfeld's impressive
27 contributions to the role. Dr. McFall stated her and the administration's gratitude as well and
28 appreciated his strong leadership, high level of engagement in education and consistent presence.

29 Ms. Jennifer Glass of the Board of Selectmen, a former School Committee Chairperson,
30 said that it has been a remarkable decade to share the journey on the School Committee with
31 him, from leasing Magic Garden through the recent school building project. Mr. Christenfeld's
32 intellect, compassion, and quiet caring made him an eternal champion for students.

33 Mr. Christenfeld thanked all and expressed his deep gratitude for the relationships and
34 experiences he had on the Committee.

35 Ms. Mitchell said that there would be a meeting about the transition to the Lincoln-
36 Sudbury Regional High School for parents on Monday at 7:00 pm. Parents will share
37 experiences.

38
39 3. Public Comments

40 None.

41
42 4. Consent Agenda

43 1. Approval of Brooks School Grade 6 Overnight Field Trip to the Museum of Science
44 Documents: 1) Late Night and Overnight Field Trip Proposal, Policy File: IJOA; 2) 2018-
45 2019 MOS Overnight Itinerary; 3) Letter to Parents from David Trant, Science, "Announcing:
46 The 10th Annual Museum of Science, Boston Overnight Fieldtrip", dated March 1, 2019; 4) Field

1 Trip Permission Slip, 6th Grade Field Trip to Museum of Science Overnight Program; 5) Lincoln
2 Sixth Grade 2018-2019, Cost of Trip

3
4 Mr. Christenfeld moved, and Mr. Hogue seconded, the motion to approve the Brooks
5 School Grade 6 Overnight Field Trip to the Museum of Science on April 4 and 5, 2019.

6 There being no further discussion, the Committee voted unanimously for the motion.
7 Mr. Christenfeld thanked Mr. Trant and the teachers for chaperoning the trip.

8

9 5. Time Scheduled Appointments

10 1. Interview Julie Vincentsen, HPS Principal Finalist Candidate

11 Documents: 1) Letter to Dr. McFall from Julie Vincentsen, dated January, 2019; 2) Julie
12 A. Vincentsen resume, 3) Julie Anne Vincentsen Unofficial Transcript, Endicott College; 4)
13 Department of Elementary and Secondary Education, Educator's License; 5) Letter to To Whom
14 It May Concern from Sheila A. Muir, Assistant Superintendent, Quabbin Regional School
15 District, dated November 13, 2017; 6) Letter to To Whom It May Concern from Maureen M.
16 Marshall, Superintendent of Schools, Quabbin Regional School District, dated November 13,
17 2017; 7) Reference for Julie Vincentsen from Rick Rogers, Massachusetts School
18 Administrators' Association Assistant Director, dated October 2017; 8) Questions for HPS
19 Principal Finalists, dated March 14, 2019

20

21 Dr. McFall reported there are three high quality finalists for the position of principal at
22 the Hanscom Primary School. Each finalist has spent an entire day at the Hanscom Primary
23 School to meet with the stakeholders, and tonight's interviews are the last step in the process.
24 Dr. McFall asked each Committee member to fill out a feedback form for each finalist and
25 submit the forms to her for her consideration, and she will appoint a new principal.

26 Mr. Christenfeld welcomed Ms. Julie Vincentsen, a finalist for the position of Hanscom
27 Primary School Principal.

28 The Committee asked the same prepared questions to each candidate. The full responses
29 are available via video on www.lincnet.org.

30 Mr. Christenfeld thanked Ms. Vincentsen for her interest in the Lincoln Public Schools.

31

32 2. Set 2019-2020 School Committee Meeting Dates

33 Document: Lincoln Public Schools, Lincoln, MA, Academic Year Calendar 2019-2020,
34 Draft of Proposed SC Meeting Dates

35

36 Dr. McFall had a draft calendar of the Committee's meeting calendar for the 2019-2020
37 year.

38 Ms. Mitchell noted that in the summer there will be one or two strategic plan sessions,
39 and if needed, the committee will have a meeting in August.

40 Mr. Christenfeld moved, and Mr. Hogue seconded, the motion to approve the dates of the
41 School Committee meetings for the 2019-2020 school year as presented.

42 The Committee voted unanimously for the motion.

43

44 3. Interview Kristen St. George, HPS Principal Finalist Candidate

45 Documents: 1) Letter to Dr. McFall from Kristen St. George, dated January, 2019; 2)
46 Kristen St. George resume, 3) Kristen St. George Unofficial Transcript, Fitchburg State College;

1 4) Letter to To Whom It May Concern from Daniel Coplon-Newfield, Assistant Principal,
 2 Chenery Middle School, dated February 12, 2015; 5) Letter to To Whom It May Concern from
 3 Denise D. Oldham, Student Services Coordinator, Lincoln Public Schools, dated
 4 February 8, 2018; 6) Letter of Recommendation for Kristen St. George from Rebecca McFall,
 5 Superintendent, dated February 8, 2018; 7) Questions for HPS Principal Finalists, dated March
 6 14, 2019

7
 8 Dr. McFall and Mr. Christenfeld welcomed Ms. Kristen St. George, a finalist for the
 9 position of Hanscom Primary School Principal.

10 The Committee asked the same prepared questions to each candidate. The full responses
 11 are available via video on www.lincnet.org.

12 Mr. Christenfeld thanked Ms. St. George for her interest in the Lincoln Public Schools.
 13

14 4. Update on Lincoln School Building Project

15 Documents: 1) Charge to the School Building Committee, Approved by School
 16 Committee on April 6, 2017; 2) Draft New Charge to the School Building Committee
 17

18 Mr. Christenfeld reported that the School Building Committee [SBC] met last night. On
 19 Monday, the next set of cost estimates will be submitted, and at the April 10 meeting, the SBC
 20 will begin the next value engineering process. The SBC will enter into negotiations with
 21 SunPower for solar panels, and the Power Purchase Agreement Subcommittee [PPA] will meet
 22 on Wednesday, March 20.

23 Dr. McFall reported that there are several subcommittees and working groups including a
 24 logistics subcommittee, and the educational working group in addition to the site planning group.

25 Mr. Christenfeld said that the charge to the SBC that the Committee approved on April 6,
 26 2017 gave the SBC the task of getting a final design for the building up to the vote for the bond
 27 for the project. The charge needed to be updated given the recent successful vote and his tenure
 28 ending on the Committee. After some discussion of the need to have continuity on the SBC and
 29 a Committee member on the SBC, it was decided that the charge be changed to allow Mr.
 30 Christenfeld to remain as an appointee but would also require a current Committee member on
 31 the SBC.

32 Mr. Borden read a draft to amend the charge to the School Building Committee [SBC]
 33 that reflected the discussion and decision.

34 Mr. Borden moved, and Ms. Mitchell seconded, the motion to amend the April 2017
 35 charge to the School Building Committee as described.

36 The Committee voted unanimously for the motion.

37 There is information on the building design at the SBC's website, www.lincolnsbc.org,
 38 and the Town's website, www.lincolntown.org.
 39

40 5. Interview Stephen Goodwin, HPS Principal Finalist Candidate

41 Documents: 1) Letter to Dr. McFall from Stephen Goodwin, undated; 2) Stephen
 42 Goodwin resume, 3) Stephen Goodwin Official Transcript, Boston College; 4) Department of
 43 Elementary and Secondary Education, Unofficial License Information; 5) Letter to To Whom It
 44 May Concern from Sharon P. Grossman, School Psychologist/Counselor, Carlisle Public Schools,
 45 dated December 12, 2005; 6) Letter to To Whom It May Concern from Davida Fox-Melanson,
 46 Superintendent, Carlisle Public Schools, dated July 16, 2005; 7) Letter to To Whom It May

1 Concern from Linda B. Stapp, Director of Student Support Services, dated December 2005; 8)
2 Questions for HPS Principal Finalists, dated March 14, 2019

3
4 Dr. McFall and Mr. Christenfeld welcomed Dr. Stephen Goodwin, a finalist for the
5 position of Hanscom Primary School Principal.

6 The Committee asked the same prepared questions to each candidate. The full responses
7 are available via video on www.lincnet.org.

8 Mr. Christenfeld thanked Dr. Goodwin for his interest in the Lincoln Public Schools.
9

10 6. Superintendent's Report

11 Document: None.
12

13 Dr. McFall asked Mr. Erich Ledebuhr, Hanscom Middle School Principal, to update the
14 Committee on the many activities his school has been involved in the past few months. Mr.
15 Ledebuhr reported Ms. Janice Fairchild has held a school geography bee, and the winner
16 qualified for the National Geographic Geography Bee. The Junior District Music Festival had 12
17 students auditioning, and two students were chosen. The treble chorus rehearsed on Saturday,
18 and six students were chosen. Mr. Ledebuhr thanked Mr. Howard Worona for working with
19 students. This is the third year that HMS 8th graders have participated in National History Day,
20 and this year's theme was "Agents of Change." There are five categories of competition, and
21 HMS students entered in all categories. 32 students were moving to the next round. Mr.
22 Ledebuhr thanked Mr. Jay Peledge and the 8th grade teachers. The Cyberpatriot Program had 10
23 students participating and took first place. Mr. Ledebuhr thanked the teachers for their work and
24 said he was very proud of the students.

25 Mr. Christenfeld thanked Mr. Ledebuhr for his work.
26

27 7. Curriculum

28 None.
29

30 8. Policy

31 1. Review Policy JFA, School Admissions, Second Reading

32 Documents: 1) Policy, File: JFA, School Admissions, Revised at School Committee
33 Meeting of April 26, 2018; 2) Draft, Policy, File: JFA, School Admissions, Revised at School
34 Committee Meeting of April 26, 2018
35

36 Policy JFA is to make sure that the district expedites processes and makes sure that the
37 district understands students' rights. The revisions suggested at the last meeting have been
38 made. Ms. Mitchell asked that they add to number 2. "as stated in the Policy JFABF." after (see
39 JFABF). She also asked that number 5., Policy JFABC, Inter-district Students, be checked and
40 that the correct official title be used. She wanted JFABF and JFABD to be included as
41 references at the end.

42 Mr. Christenfeld moved, and Ms. Mitchell seconded, the motion to approve Policy JFA,
43 School Admissions, as revised.

44 The Committee voted unanimously for the motion.
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1 2. Review Proposed New Policy JFABF, Education Opportunities for Children in Foster
2 Care, Second Reading

3 Document: Draft, Policy, File: JFABF, Education Opportunities for Children in Foster
4 Care, undated

5
6 There were no changes made to the new policy.

7 Mr. Christenfeld moved, and Mr. Hogue seconded, the motion to adopt Policy JFABF,
8 Education Opportunities for Children in Foster Care, as presented.

9 The Committee voted unanimously for the motion.

10
11 3. Review Policy JFAA, Admission of Resident Students, Second Reading

12 Documents: 1) Policy, File: JFAA, Admission of Resident Students, Revised at School
13 Committee Meeting of April 26, 2018; 2) Draft, Policy, File: JFAA, Admission of Resident
14 Students, Revised at School Committee Meeting of April 26, 2018

15
16 Ms. Mitchell asked that all of the new policies be included as references in this policy.

17 Mr. Christenfeld moved, and Mr. Borden seconded, the motion to accept Policy JFAA,
18 Admission of Resident Students, as revised.

19 The Committee voted unanimously for the motion.

20
21 4. Review Proposed New Policy JFABD, Homeless Students: Enrollment Rights and
22 Services, Second Reading

23 Documents: 1) First Draft, Policy, File: JFABD, Homeless Students: Enrollment Rights
24 and Services, undated; 2) Second Draft, Policy, File: JFABD, Homeless Students: Enrollment
25 Rights and Services, undated

26
27 The changes to the new policy suggested at the last meeting were included.

28 Ms. Mitchell asked that on page two, third paragraph, last sentence, they change “his or
29 her” to “their”.

30 Mr. Christenfeld moved, and Mr. Borden seconded, the motion to adopt Policy JFABD,
31 Homeless Students: Enrollment Rights and Services, as revised.

32 The Committee voted unanimously for the motion.

33
34 5. Review Proposed New Policy JFABE, Educational Opportunities for Military
35 Children, Second Reading

36 Documents: 1) First Draft, Policy, File: JFABE, Educational Opportunities for Military
37 Children, undated; 2) Second Draft, Policy, File: JFABE, Educational Opportunities for Military
38 Children, undated

39
40 Ms. Emmons made the changes suggested at the last meeting, including adding the
41 Military Interstate Compact Commission for reference.

42 Mr. Christenfeld moved, and Mr. Borden seconded, the motion to adopt Policy, File:
43 JFABE, Educational Opportunities for Military Children, as presented.

44 The Committee voted unanimously for the motion.

45
46 9. Facilities and Financial

1 1. Warrant Approval

2 Document: None.

3
4 Mr. Creel presented the payroll warrant totaling \$815,919.67 and the accounts payable
5 warrant totaling \$132,260.54 for a total of \$948,180.21. Mr. Hogue reviewed the warrants and
6 recommended that they be approved. Mr. Hogue moved, and Mr. Borden seconded, the motion
7 to approve the warrants as presented.

8 There being no further discussion, the Committee voted unanimously for the motion.

9 Mr. Christenfeld thanked Mr. Creel for his work.

10
11 2. Student Activities

12 Document: Lincoln Public Schools, Student Activity Accounts School Year 2018-2019

13
14 M.G.L. Ch. 71, § 47 covers student activity accounts, which are funds that Mr. Creel
15 explained are used for field trips that are segregated by class and carry through with the class
16 from year to year. Principals manage the accounts, and the accounts cover activities that the
17 schools as a whole participate in. According to the Department of Elementary and Secondary
18 Education [DESE], these accounts should ensure that students have an opportunity to take part in
19 co-curricular and outside classroom experiences; provide efficient procedures for their creation,
20 operation, and demise; and outline a system for the safeguarding, accounting and internal control
21 of co-curricular and outside-classroom activity funds. DESE has recommended audit checks,
22 which include having the Committee approve the list of activities.

23 Mr. Creel said that the process used is a requisition and purchase order process when
24 funds are expended from the accounts. He reviews all expenditures to make sure there are
25 enough funds, and if there are expenditures of \$500 or more, Dr. McFall also reviews them. Mr.
26 Creel asked the Committee to approve the list of student activities.

27 Mr. Creel explained that the Hanscom contract requires payments for field trips.

28 Mr. Christenfeld moved, and Mr. Borden seconded, the motion to approve the Student
29 Activity Accounts School Year 2018-2019 as presented.

30 The Committee voted unanimously for the motion.

31
32 10. Old Business

33 None.

34
35 11. New Business

36 Document: None.

37
38 1. Follow-up Information on Possible Remediation – Lincoln School Inside Temperatures
39 and AC

40 Document: Smith Window Film Options, undated

41
42 At the last meeting, Mr. Creel asked the Committee if they wanted to consider Priority 1,
43 for a partial cost of \$7,680 or a full cost of \$10,560, and Priority 2, for a partial cost of \$3,600 or
44 a full cost of \$6,480 for the Panorama Slate 10 window film to reduce the temperature in the
45 Smith Building classrooms.

1 Mr. Creel reported that there are funds available to do the window film project and
2 recommended that the Committee approve funding to focus on the Priority 1 and 2 classrooms
3 with full film for \$17,040.00.

4 There was discussion regarding cost, faculty and student needs, and the number of days
5 impacted.

6 Mr. Christenfeld moved, and Mr. Borden seconded, the motion to authorize the funds for
7 Priorities 1 and 2 classrooms for full window film on the windows in an amount not to exceed
8 \$20,000.00 as presented.

9 The Committee voted four to one for the motion.

10 Mr. Christenfeld will write to Ms. Lisa Rosen, who originally raised the issue in
11 September.

12
13 Ms. Mitchell said the Committee will look at the members' subcommittee assignments at
14 the next meeting and decide who will serve on the School Building Committee. She will attend
15 the April 7 SBC meeting, and the Committee will decide who will serve on which
16 subcommittees.

17 18 12. Approval of Minutes

19 Document: Draft of Meeting Minutes, June 21, 2018
20

21 Mr. Borden moved, and Ms. Mitchell seconded, the motion to approve the minutes of the
22 June 21, 2018 meeting. The Committee voted unanimously for the motion.

23 The set of minutes will be posted on the website, www.lincnet.org.
24

25 13. Information Enclosures

26 Document: Letter to Ms. Therese Russell and Mr. Gene Cray from Rebecca McFall,
27 Ed.D., Superintendent, dated March 8, 2019
28

29 This item was for the Committee's information. It was not discussed.
30

31 14. Adjournment

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33 On motion by Mr. Christenfeld, seconded by Mr. Borden, the Committee voted
34 unanimously to adjourn the meeting at 9:24 pm.
35

36 15. Executive Session

37
38 There was no executive session this evening.
39

40 The next School Committee meeting is tentatively scheduled for Thursday, March 28,
41 2019 at 7:00 pm in Boston, MA.
42

43 Respectfully submitted,
44 Sarah G. Marcotte
45 Recording Secretary